



Minutes Tempe Fire Public Safety Personnel Retirement System Board September 5, 2013

Minutes of the Tempe Fire Public Safety Personnel Retirement System Board meeting, held on Thursday, September 5, 2013, 2:00 p.m., Tempe City Hall, third floor conference room, 31 E. 5th Street, Tempe, Arizona.

Board Members Present:

Mark W. Mitchell, Mayor
Joe Brosius
Jim Foley (*participated telephonically*)
Mike Scheidt

Board Members Absent:

Matt Tripoli

City Staff Present:

Brigitta Kuiper, City Clerk
Renie Broderick, Human Resources Director
Tim Mattix, Assistant City Clerk
Wendy Messina, Human Resources Program Coordinator

Legal Counsel Present:

None.

Chair Mitchell called the meeting to order at 2:03 p.m.

ITEM I – Joint Discussion with the Police Public Safety Personnel Retirement System Board

Brigitta Kuiper, Local Board Secretary, provided background information on the Local Board Secretary position. In December 2012 and January 2013, the Boards discussed transferring the Local Board Secretary's duties to the Human Resources Department (HR), based on changes happening at the Arizona Public Safety Personnel Retirement System (PSPRS). At that time, HR was making organizational changes, and the Boards continued this item, allowing staff to continue studying the feasibility. The goal of both HR and the City Clerk's Office is to provide seamless customer service and one point of contact to the Local Boards and to PSPRS members; current practice requires members to contact HR for City benefit questions, and the City Clerk's Office for Public Safety benefit questions. Renie Broderick, Human Resources Director, reviewed the current process in HR, including Wendy Messina's, Human Resources Coordinator, involvement with Family and Medical Leave Act (FMLA) cases that provides her a familiarity with cases that come to the Local Boards for consideration. There are currently some communication challenges between HR and the City Clerk's Office, with each handling a portion of PSPRS cases. HR currently supports the Merit System Board and is familiar with the Open Meeting Law. In addition, the Merit System Board uses the same Legal Counsel that the Local Boards use. With the HR reorganization, Ms. Messina is the primary point of contact for retirements. Ms. Broderick requested that the Local Boards consider a six-month period to demonstrate HR's ability to support the Local Boards.

The Local Boards and staff discussed the following: six months is a good time period for benchmarking; the Board's Legal Counsel is neutral and will continue to be a neutral party to the cases; the current Local Board procedures do not need to be amended to reflect a change in the Local Board Secretary; in 2010, the Boards chose to leave the position of Local Board Secretary undesignated in order to remain flexible. If the Board chooses a six month trial period, at the end of six months the Board could then make a motion to formally designate the Local Board Secretary. At that time, staff will formally notify Arizona PSPRS of the change. The Local Boards and staff also discussed the fact that most other jurisdictions, with the exception of smaller cities, towns, and the City of Mesa, use HR in the role of Local Board Secretary.

Motion by Joe Brosius to request the Human Resources Department and City Clerk's Office work together as Local Board Secretary for a six month period, at which time staff will return with a report; second by Chris McCormick. Motion passed unanimously on a voice vote 6-0.

The joint discussion concluded at 2:12 p.m.

ITEM II – Consideration of Meeting Minutes

Motion by Joe Brosius to approve the regular meeting minutes of August 1, 2013; second by Mike Scheidt. Motion passed unanimously on a voice vote 4-0.

ITEM III – Public Appearances

None.

ITEM IV – Motion to Adjourn to Executive Session, if necessary, pursuant to A.R.S. §§ 38-431.03(A)(2) and 38-431.03(A)(3)

No executive session was held.

ITEM V – New Members.

There were no new applications.

ITEM VI – Prior Service

The Board acknowledged the purchase of 0.5450 years of service transferred from the Florence Fire Department by Nathan Skinner.

ITEM VII – Retirement Application

Motion by Mike Scheidt to accept the normal retirement from the Deferred Retirement Option Plan (DROP) Program application of Howard Frintner, retirement date of September 30, 2013; second by Joe Brosius. Motion passed unanimously on a voice vote 4-0.

ITEM VIII – Future Meeting Date

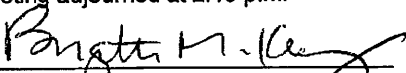
Chair Mitchell announced that the next scheduled meeting date is October 3, 2013; Boardmember Brosius stated that he will not be in attendance.

ITEM IX – Future Agenda Items

None.

Adjournment

Motion by Joe Brosius to adjourn; second by Mike Scheidt. Motion passed unanimously on a voice vote 4-0. The meeting adjourned at 2:15 p.m.


Brigitta M. Kuiper, Local Board Secretary